

# Small Organization Season Support (SOSS) Grant

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## Purpose

Small Organization Season Support (SOSS) grants assist small nonprofit arts organizations in presenting a season of activities in any arts discipline(s) that serve the general public and meet specific needs of the applicant organization.

The funding category is designed to:

- Sustain small arts organizations by offering general operating support.
- Recognize and assist arts programming and services that contribute to the quality of life in the applicant's community or region.
- Reward small arts organizations that produce creative and innovative arts activities.

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## Eligible

Nonprofit organizations (1) that are designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions, (2) whose seasons include a series of at least 4 arts activities, and (3) whose mission statements clearly identify themselves as ARTS organizations are eligible to apply. Nonprofit organizations meeting all three of these criteria, **and that are NOT eligible for Arts Challenge Grant funding**, should apply for a Small Organization Season Support Grant. Organizations failing to meet criterion #2 or #3 should apply for a Project Grant, even if they are seeking funds for more than one activity.

Organizations that for logical reasons share a 501(c)(3) tax ID number with another organization are eligible to apply for Small Organization Season Support grants provided they meet the criteria outlined under "Scope of Funding" found on page 3 of this *Guide To Grants*.

**If you are unsure about whether to apply for a Small Organization Season Support Grant or a Project Grant, contact the South Dakota Arts Council office. The staff will be glad to assist you with your grant proposal.**

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## Ineligible

Organizations that do not meet the nonprofit eligibility standards outlined above are ineligible to apply for any grant.

Organizations applying for an SOSS grant are not eligible to apply for a Project Grant.

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## Deadline

Applications must be postmarked no later than March 1, 2007. Late applications will not be accepted. Remember that many post offices will not postmark after 5 p.m. Contact your postmaster if you have questions. Applications may also be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by FAX machine will not be accepted. Grant awards will be announced in May for the fiscal year that begins the following July 1.

SOSS grants are awarded for a two-year period (July 1, 2007 – June 30, 2008 and July 1, 2008 – June 30, 2009). Organizations that submitted an SOSS grant application March 1, 2007 or those that missed the 2007 deadline may not reapply until March 1, 2009.

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## Grant Amount

Applicants may request up to 10% of their total eligible cash operating expenses from the most recently completed fiscal year. Due to SDAC's budget and the competitive application process, grant awards may be less than the applicant's request.

SOSS grant recipients receive the same award each year for a two-year period (fiscal years 2008 and 2009) pending federal and state appropriations and, therefore, need to apply only every other year. Should appropriations be increased, reduced or eliminated, second year grant awards may reflect such action.

Funds may be requested as needed throughout each fiscal year. The annual final payment (10% of the grant) will be made upon receipt of an evaluation each fiscal year. Grant funds may be used for **general operating assistance**.

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## Criteria for Awarding Grants

Applications are reviewed by arts discipline panels and SDAC with consideration given to:

- Complete description of the organization's background, purpose and specific programs an SDAC grant will support.

- How the applicant's programs and services positively impact the arts and quality of life in the community or region.
- Organizational and fiscal management as demonstrated by a year-end financial statement from the most recently completed fiscal year and a realistic operating budget for the current fiscal year.
- Quality of long-range planning as evidenced by a calendar of future arts activities and optional long-range plan.
- Quality within the art form(s) as demonstrated by artistic and/or other supplementary documentation.

Bonus points will be given to applications that include:

- A history of and/or planning for projects that are especially innovative or creative.
- Involvement of disabled, minority, geographically isolated or new constituencies as specifically addressed in the application narrative.
- Advocacy, visibility, or public awareness of the arts as specifically addressed in the narrative.

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## Application Procedure

Applicants must submit the following:

1. First page of the **Small Organization Season Support (SOSS) Grant Application**.
  - Before completing the application form read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
  - A summary of the organization's mission and goals must be included on the bottom of the page in the space provided.
  - Sign and date the application on the bottom of the page.
2. **SOSS Application Budget Page** (Page 2 of application). Include income and expenses for the entire season of activities. (Note: *Out-of-state travel costs are not eligible expenses unless related to board/staff professional development. Subtract all ineligible expenses before completing the budget page.*)
  - To complete the first column, use figures from the most recently completed fiscal year.
  - To complete the second column, enter figures from the current fiscal year's operating budget.
3. **Application narrative** of no more than 4 single-side pages. Within the narrative, restate and answer in detail each of the following 4 questions which follow the *Criteria for Awarding Grants*:
  - What is the background and purpose of the organization?
  - What aspects of the organization's programs and services impact the quality of life in the community or region?
  - What are the planned activities for the next fiscal year?
  - How does the organization (a) meet the needs of underserved audiences (i.e. disabled, minority, geographically isolated or new constituencies) and (b) promote advocacy, visibility and public awareness of the arts?
4. **List of the current board of directors** with addresses and occupations.
5. **List of individuals (staff, volunteers, and/or artists)** who coordinate and/or contribute to the artistic quality of the organization's programming. Include a **short biography** (no more than one paragraph) of each person.
6. Applicant's most recent **year-end financial statement** signed by treasurer or appropriate authorizing official.
7. Optional: Up to five single-side pages of **supporting print materials**, including, but not limited to, newspaper articles and reviews, or letters of support. Use only 8-1/2" x 11" standard-size paper. Legal-sized paper will not be accepted.
8. **Artistic Documentation Form** (Page 3 of the application).
9. Representative **artistic documentation** as outlined on pages 8-11 to provide evidence of the artistic quality of the organization's programming. Documentation for every event need not be submitted, but should be representative of the overall quality of programming.
10. Five copies of up to five program **brochures or equivalent documentation** if available.
11. Organization's **long-range plan** if available.
12. **Self-addressed stamped mailer** for return of artistic documentation. Materials will not be returned unless mailer is included with the application. Printed support materials will not be returned unless specifically requested.

*Make a copy of the application packet for your files before submitting the application.*

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## Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Project Grant activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial reports.

Subsequent grants are dependent upon receipt of completed evaluation reports.

# South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501  
(605) 773-3301 or 1-800-952-3625  
Website: [www.artsCouncil.sd.gov](http://www.artsCouncil.sd.gov)

## SOSS Grant Application

Read pages 145-146 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

Telephone

E-mail Address

Website

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Project Title

### Grant Application Codes (see Pages 14-17):

Applicant Status \_\_\_\_\_  
Applicant Institution \_\_\_\_\_  
Applicant Discipline \_\_\_\_\_  
Project Discipline \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Arts Education \_\_\_\_\_  
Project Descriptors \_\_\_\_\_  
Project Race \_\_\_\_\_  
Grantee Race \_\_\_\_\_

Grant Period:

Grant Amount requested: \_\_\_\_\_  
(Line P on Page 2 of application form)

Start Date

End Date

Number of Individuals to Benefit:

Number of Children and Youth to Benefit:

Number of Artists Participating:

**Summary of applicant organization's mission and goals: (Use only the space provided.)**

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official:

Signature & Title

Date

Address

City/Town

Zip

Telephone

**BUDGET INFORMATION**

Round all amounts to the nearest dollar.

<b>EXPENSES</b>	Cash Operating Expenses Most Recent Fiscal Year Ending _____	Operating Budget Current Fiscal Year Starting _____
A. Personnel Administrative (Number of Positions ____ )		
Artistic (Number of Positions ____ )		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Deduct total expenses paid from Federal sources including SDAC grant(s) (From M below)	( _____ )	
H. Total Eligible Cash Operating Expense (F minus G)		

<b>INCOME</b>	Income Most Recent Fiscal Year Ending _____	Income Current Fiscal Year _____
I. Admissions		
J. Contracted Services Revenue		
K. Other Revenue (Please specify)		
L. Cash Support Corporate _____ Foundation _____ Other Private _____		
M. Government Support City/County _____ Regional/State _____ Federal _____ All SDAC Grant(s) _____		
N. Applicant Cash (See page 12)		
O. Total Applicant Cash Income (I through N)		
P. Grant Amount Requested from SDAC (10% of Total Eligible Cash Operating Expense from H above)		

## ARTISTIC DOCUMENTATION FORM

**Support Materials:** Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

**Applicant Name:** \_\_\_\_\_ **Discipline:** \_\_\_\_\_

### SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

\* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

### AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

### MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

## SOSS GRANT CHECKLIST

### HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

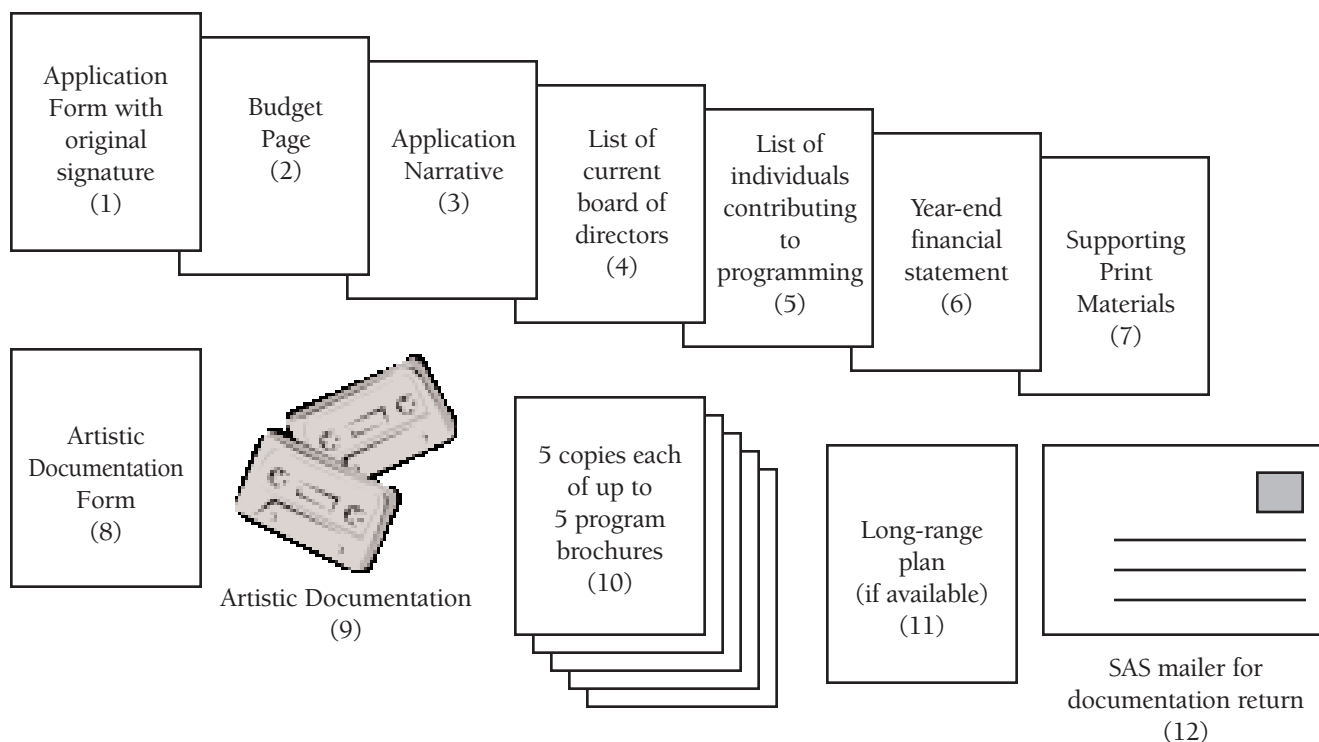
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

#### Checklist of Materials

- ☐ 1. Application Form (page 147)
- ☐ 2. Budget Page (page 149)
- ☐ 3. Application Narrative
- ☐ 4. List of current board of directors
- ☐ 5. List of individuals contributing to programming
- ☐ 6. Year-end financial statement
- ☐ 7. Supporting Print Materials (optional)
- ☐ 8. Artistic Documentation Form
- ☐ 9. Actual Artistic Documentation
- ☐ 10. Program brochures (5 copies each of up to 5 brochures)
- ☐ 11. Long-range plan (if available)
- ☐ 12. Self-addressed mailer with adequate postage to have documentation returned

#### Order of Assembly for Mailing



# Grant Application Codes

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The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

**When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.**

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## Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

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## Applicant Institution

### Performing Groups

- Performing Group [03]
- Performing Group –  
College/University [04]
- Performing Group – Community [05]
- Performing Group – Youth [06]

### Venues/Presenters

- Cultural Series Organization [47]
- Performance Facility [07]
- Art Museum [08]
- Other Museum [09]
- Fair/Festival [14]
- Gallery/Exhibit Space [10]
- Arts Center [15]
- Cinema [11]

### Councils/Service Groups

- Arts Council/Agency [16]
- Historical Society [28]
- Humanities Council [29]
- Arts Service Organization [17]
- Union/Professional Association [18]

### Media

- Independent Press [12]
- Literary Magazine [13]
- Media – Periodical [42]
- Media – Daily Newspaper [43]
- Media – Weekly Newspaper [44]
- Media – Radio [45]
- Media – TV [46]

### Education Institutions

- School of the Arts [48]
- Arts Camp/Institute [49]
- School District [19]
- Parent-Teacher Organization [20]
- Elementary School [21]
- Middle School [22]
- Secondary School [23]
- Vocational/Technical School [24]
- College/University [26]
- Other School [25]

### Community/State Organizations

- Library [27]
- Parks and Recreations [37]
- Social Service Organization [50]
- Community Service Organization [32]
- Religious Organization [35]
- Child Care Provider [51]
- Seniors' Center [36]
- Correctional Institution [33]
- Health Care Facility [34]
- Foundation [30]
- Corporation [31]

### Individuals

- Individual Artist [01]
- Individual Non-Artist [02]

### Government

- Government – Executive [38]
- Government – Judicial [39]
- Government – Legislative/House [40]
- Government – Legislative/Senate [41]

### Other

- None of the above [99]

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**Applicant Discipline  
Project Discipline**

**Crafts [07]**

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

**Dance [01]**

- A Ballet
- B Ethnic/Jazz
- C Modern

**Design Arts [06]**

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

**Folklife/Traditional Arts [12]**

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

**Humanities [13]**

**Interdisciplinary [11]**

**Literature [10]**

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

**Media Arts [09]**

- A Film
- B Audio
- C Video
- D Technology/Experimental

**Multidisciplinary [14]**

**Music [02]**

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

**Opera/Musical Theater [03]**

- A Opera
- B Musical Theater

**Photography [08]**

**Theater [04]**

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

**Visual Arts [05]**

- A Experimental
- B Graphics
- C Painting
- D Sculpture

**Non-Arts/Non-Humanities [15]**



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## Type of Activity

### Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

### Production

- Award/Fellowship [03]
- Artwork Creation [04]

### Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
  - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
  - Challenge [32]

### Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
  - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
  - Training [29]

### Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

### Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

**None of the above** [99]

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## Arts Education

**99** None of this project involves arts education

**01** 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

**02** Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

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## Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

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**Grantee Race****For INDIVIDUALS only**  
(Indicate all that apply)

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]

**For ORGANIZATIONS only**  
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]  
No single group [99]

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**Project Race**

Asian [A]  
Black/African American [B]  
Hispanic/Latino [H]  
American Indian/Alaska Native [N]  
Native Hawaiian/Pacific Islander [P]  
White [W]  
No single group [99]

# Artist Documentation

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## Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

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## General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

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## Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

### Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

### Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

### Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

#### **Composition**

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## **Theater**

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

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## **Visual Arts**

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

#### **Digital images** must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

#### **Slides** should be:

1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

